

**STATE OF ALASKA
PERSONNEL ACTION**

EE ID: 302154

APPT ID:

OLD
NEW

DEPT	UNIT
03	ZLAA
^	Z999

	EMPLOYEE NAME	EFFECTIVE DATE	UNIT DESCRIPTION
OLD	BAKALAR, ELIZABETH M	09/01/2018	CIV-Labor & State Affairs Atty
NEW	^	12/04/2018	HRM-Use Only

	ACTION	REASON	EMPLOYMENT STATUS	EMPLOYMENT CAT	SEASONAL STATUS
OLD	PD UPDATE	UNIT TRANSFER	ACTIVE	PARTIAL EXEMPT	FT REGULAR
NEW	SEPARATION	RESIGNATION	TERMINATED	^	^

	PCN	BU	TITLE	TITLE DESCRIPTION
OLD	030426	XP	PI0215	ATTORNEY V
NEW	^	^	^	^

	PAY LOCATION	SALARY SCHEDULE / RANGE	STEP	PAY RATE	TABLE DRIVEN PAY	PAY CLASS	FLSA
OLD	JUNEAU	N05 RANGE 25	F	5006.00	Y	SEMI 37.5 SLRY	E
NEW	^	^	^	^	^	^	^

	MERIT/PAY INCREMENT	NEXT EVAL DATE
OLD	01/01/2019	12/31/2017
NEW	^	^

SOA DOA DOPLR
FEB 28 2019
Employee Planning & Information Center

ASSIGNMENT COMMENTS/ATTACHMENTS

EFFECTIVE 12/4/18 RESIGNATION.
ATTACHMENT: EMPLOYMENT CLEARANCE FORM.

CREATOR	JULIE COFFIN
APPROVER	CHARLEY LARSON
DOCUMENT ID	2018120500000027351
ESMT FINAL DATE	12/05/2018

State of Alaska

Employment Clearance Form

(Submit to the Division of Personnel & Labor Relations)

Employee Name (Last, First, MI) BAKALAR, ELIZABETH M.	Employee ID # 302154	PCN 03-0426
Department / Home Unit LAW / ZLAA	Job Class Title ASSISTANT ATTORNEY GENER	Separation Date 12/3/2018

Type of Separation:

- | | | |
|----------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Resignation *(PE,PR,PX,EX) | <input type="checkbox"/> Lay Off | <input type="checkbox"/> Non-Retention (Probationary) |
| <input type="checkbox"/> Termination (Non-perm, or Emergency) | <input type="checkbox"/> Retirement | <input type="checkbox"/> Seasonal LWOP / Layoff |
| <input type="checkbox"/> Transfer to Dept. of _____ | <input type="checkbox"/> Dismissal | <input type="checkbox"/> Leave of Absence
(i.e. 30+ days military leave or temporary absence) |

* I understand that I may not withdraw my resignation without prior approval from my supervisor and the Division of Personnel & Labor Relations.

Comments: RESIGNATION AT THE REQUEST OF GOVERNOR DUNLEAVY

All Supervisor / Employee Responsibilities:

1. ☒ All performance evaluation reports for which I am responsible are complete or will be complete prior to my last day of employment.
2. ☒ I have surrendered all (check all that apply) which were entrusted to me during my employment:

<input type="checkbox"/> Clothing	<input checked="" type="checkbox"/> Parking Permits	<input type="checkbox"/> Equipment	<input type="checkbox"/> Identification badges or cards
<input checked="" type="checkbox"/> Keys	<input type="checkbox"/> Telephone credit cards	<input type="checkbox"/> Notary Commission	<input type="checkbox"/> Purchase/Credit Cards
<input type="checkbox"/> Field Notebook	<input type="checkbox"/> Field Purchase Order	<input type="checkbox"/> Life Jacket/Footwear	<input type="checkbox"/> Deputized Card and Badge
<input checked="" type="checkbox"/> Travel Card	<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> SOP Manual	<input type="checkbox"/> Computers/Inventoriable Property
<input type="checkbox"/> Annual Pass (AMHS)	<input type="checkbox"/> Other _____	<input type="checkbox"/> State Vehicle with completed Employee Personal Use Commuting Log	
3. ☒ I have deleted any work product or state email from my personal electronic devices.
4. ☒ I have cleared all matters pertaining to petty cash funds and State expenditures with the appropriate agency (check all that apply). I understand if I owe any outstanding State monies, it may be withheld from my final paycheck.

<input type="checkbox"/> Travel Advances	<input type="checkbox"/> Relocation Expenses	<input type="checkbox"/> Field Warrants	<input type="checkbox"/> Training Advances
<input type="checkbox"/> Allowances (e.g. Tool, Cell Phone)	<input type="checkbox"/> Other _____		
5. ☒ I understand that refund forms are available from the Division of Retirement and Benefits web site (www.state.ak.us/dr/b) or by calling 1-800-821-2251 -- In Juneau 465-5700 for:

<input type="checkbox"/> PERS (Tier IV) and TRS (Tier III) Defined Contribution Retirement Plan	<input type="checkbox"/> Supplemental Annuity Plan (SBS-AP)
<input type="checkbox"/> Deferred Compensation Plan (DCP)	
6. ☒ I have been informed of the option of converting my Group Health and/or Life Insurance to a Private Plan or COBRA, if applicable
7. ☒ I have completed the online Exit Survey @ <http://exitsurvey.state.ak.us>
8. ☒ I understand that my final POPD statement for APOC is due 90 days after leaving state service (if applicable)
9. ☒ I am reminded that AS 39.52.180 lists ethics restrictions on employment after leaving state service to include not working on a matter for two years in which I had substantial involvement as a public officer. See AS 39.52.180 for details.

For Seasonal Leave Without Pay, Seasonal Layoff and Layoff Employees:

- 10a. ☐ I have made provisions for continuing my Health and/or Life Insurance by paying the premium.
- 10b. ☐ I am not interested in continuing my Health and/or Life Insurance by paying the premium.

Final Paycheck: Current Direct Deposit <input checked="" type="checkbox"/> Mail To Address Below <input type="checkbox"/>			Permanent Mailing Address: (To be reported to Division of Retirement and Benefits and Division of Finance for retirement statements and W-2 mailings.)		
Address or P.O. Box			Address or P.O. Box		
City	State	Zip	City	State	Zip

- | | | |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Final Time Sheet attached | <input checked="" type="checkbox"/> Requested deletion of access to State Systems | <input type="checkbox"/> Performance evaluation attached |
| <input checked="" type="checkbox"/> Final Time Sheet already forwarded | <input type="checkbox"/> Requested deletion of access to Information Technology resources (IRISFIN, IRIS HRM, ALDER, Internal Systems, etc.) | <input type="checkbox"/> Performance evaluation already forwarded |
| <input type="checkbox"/> Final Time Sheet to follow | | <input type="checkbox"/> Performance evaluation to follow |

Please note any overpayments or outstanding funds will be deducted from final pay**.

**Employees lose access to online pay stubs upon separation. Contact the Employee Call Center at employeecc@alaska.gov or 907-465-3009 for copies.

Employee Signature <i>Elizabeth M. Bakalar</i>	Date 12/4/2018	Supervisor's Signature <i>[Signature]</i>	Date 12/4/18
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Revised 04/26/18

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	EMPLOYEE ID	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	302154	12/31/2016	255037758
NEW			01/01/2017	255027795

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MI		S	4,657.50	N	03/16/2018
NEW	PR			5,006.00		01/01/2019

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL	SCHED
OLD	IC	XE	24	F	031211		AWA	P7145		N05
NEW	PR		25		030426			P7146		

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY IV
NEW		: ATTORNEY V

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL)	COLLOCATION CODE:	OLD:
	-----	NEW:	(PRIMARY LABOR DISTRIBUTION)		NEW:

HOME ADDRESS:				
OLD: 3009 GOODWIN RD		STATE: AK	ZIP: 998011991	NEW:
CITY: JUNEAU				CITY:
				STATE: ZIP:

REMARKS: Effective 1/1/17 promotion of partially exempt per Personnel Rule 2A1AC 07.3302

ATTACHMENTS: none

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY: 7TCOFFIN	01/06/2017
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY		11/24/17
		DATE

SOA DOA DOPLR

JUL 31 2018

Employee Planning & Information Center

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	EMPLOYEE ID	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	302154	07/01/2015	
NEW			03/16/2016	255034036

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MU		S	4,505.00	N	03/16/2016
NEW	MI			4,657.50		03/16/2018

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL	SCHED
OLD	MU				031211					
NEW	MI	XE	24	E F			AWA	P7145		N05

	LOCATION NAME:	CLASS TITLE:
OLD	JUNEAU	ATTORNEY IV
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL)	COLLOCATION CODE:	OLD:
		NEW:	(PRIMARY LABOR DISTRIBUTION)		NEW:

HOME ADDRESS:	OLD:	NEW:
	3009 GOODWIN RD	
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

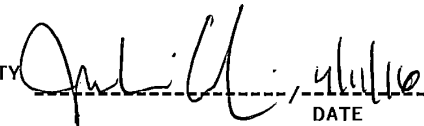
REMARKS: Effective 03/16/16 Merit Increase.

ATTACHMENTS: None

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY:	SIGNON	DATE
NBSCROGG		03/29/2016

SIGNATURE OF
APPOINTING AUTHORITY


DATE

SOA DOA DOPLR
APR 28 2016
Employee Planning &
Information Center

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	EMPLOYEE ID	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	302154	07/01/2014	
NEW			03/16/2015	255038264

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MU		S	4,253.50	N	03/16/2015
NEW	MI			4,395.50		03/16/2016

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MU	XE	24	D	031211		AWA	P7145	N05
NEW	MI			E					

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY IV
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL) COLLOCATION CODE:	OLD:
		NEW:	(PRIMARY LABOR DISTRIBUTION)	NEW:

HOME ADDRESS:				
OLD:	3009 GOODWIN RD	STATE: AK	ZIP: 998011991	NEW:
CITY:	JUNEAU			CITY:
				STATE:
				ZIP:

REMARKS:

Effective 3/16/15
Merit Increase

ATTACHMENTS:

No attachments

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY:	SMKAISER	03/25/2015
	SIGNON	DATE

SIGNATURE OF
APPOINTING AUTHORITY

[Signature]
DATE 3/27/15

SOA DOA DOPLR

MAY 15 2015

Employee Planning &
Information Center

ETHICS DISCLOSURE FORM

Outside Employment or Services Notification

To: Dept. of Law, Designated Ethics Supervisor
(Department or Agency)

In accordance with AS 39.52.170(b), I am providing notice of my employment or provision of services for ^{volunteer} compensation outside the Dept. of Law (agency).

Note: You are not required to disclose volunteer work unless it is a potential conflict with your state duties or you receive any type of compensation, including travel or meals.

This ~~employment~~ service consists of the following (describe in detail, attach separate sheet as needed):
volunteer service on non-profit board, wisdomtooth, that provides training to dental practitioners in the developing world.

Hours and days of the week 3^{hours} per year, approx.

If you work as an independent contractor or a consultant, please attach a list of your clients.

Note: If your outside job duties are the same or similar to your State service, or if you will be dealing with people or entities with whom you deal or may deal as part of your official duties, you must explain why no potential conflict exists between your outside employment and your official duties. If a potential conflict exists, you must refrain from taking any action until it is approved by your designated ethics supervisor. See AS 39.52.210.

I certify that I will not use or allow the use of any State owned/operated facilities, supplies, equipment, vehicles, or personnel time and effort for any employment outside State service, and that my outside duties will not affect my usual State duties or duty hours in this Department. I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

ELM.B.
(Signature)

Elizabeth M. Bakalar
(Printed Name)

Attorney III
(Position Title)

SOA DOA DOPLR

SEP 08 2011

Employee Planning &
Information Center

Recommendation: ☒ Approve ☐ Disapprove (attach reasons for disapproval recommendation)

Gina King
(Work Supervisor's Signature)

SPATIE L. WEAVER
(Printed Name)

6-8-10
(Date)

Civil, Law
(Division, Agency)

Bureau
(Location)

6/8/10
(Date)

☒ Approved ☐ Disapproved*

Judy Boeckman
(Designated Ethics Supervisor's Signature)

6/17/10
(Date)

Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If the employment is disapproved other action is necessary under AS 39.52.210, attach a determination stating the reasons. A copy of the determination must be sent to the attorney general with your quarterly report at the following address: State Ethics Attorney, Office of the Attorney General, Department of Law, 1031 West 4th Avenue, Suite 200, Anchorage, Alaska 99501.

2/2009

STATE OF ALASKA
PERSONNEL ACTION

Personnel Copy

RD: 03109

	NAME	EMPLOYEE ID	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	302154	07/01/2013	
NEW			03/16/2014	255031670

	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

	ACTION	RATE FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MU	S	4,060.00	N	03/16/2014
NEW	MI		4,211.50		03/16/2015

	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MU	XE	24	C	031211		AWA	P7145	N05
NEW	MI			D					

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY IV
NEW	:	:

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL)	COLLOCATION CODE:	OLD:
	-----	NEW:	(PRIMARY LABOR DISTRIBUTION)		NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS:

ATTACHMENTS: Effective 03/16/14
Merit Increase

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: CEALEXMA	03/26/2014
SIGNON	DATE

SIGNATURE OF
APPOINTING AUTHORITY



DATE

SOA DOA DOPLR
APR 04 2014
Employee Planning &
Information Center

STATE OF ALASKA
PERSONNEL ACTION

PERSONNEL COPY

RD: 03109

OLD NEW
NAME BAKALAR, ELIZABETH M
EMPLOYEE ID 302154
EFFECTIVE DATE 07/01/2012
03/16/2013
DOCNO 255036783

SOA DOA DOPLR

STATUS: ACTION STATUS SEASONAL COMMENT CODE COMMENT DESCRIPTION
IC PX FR

APR 10 2013

Employee Planning &
Information Center

COMPENSATION: ACTION RATE FREQUENCY PAY RATE RATE OVERRIDE MERIT ANN DATE
MU S 3,704.50 N 03/16/2013
MI 3,828.00 03/16/2014

POSITION: ACTION BARG RANGE STEP PCN ACTING LOC JOB CLASS SAL SCHED
MU XE 24 B 031211 AWA P7145 NAA
MI C

OLD NEW LOCATION NAME: JUNEAU CLASS TITLE: ATTORNEY IV

MANUAL ENTRIES: OT EXEMPT OLD: (OPTIONAL) COLLOCATION CODE: OLD:
NEW: (PRIMARY LABOR DISTRIBUTION) NEW:

HOME ADDRESS: OLD: 3009 GOODWIN RD NEW:
CITY: JUNEAU STATE: AK ZIP: 998011991 CITY: STATE: ZIP:

REMARKS: Effective 3/16/13
Merit Increase.

ATTACHMENTS:

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 3GSEESAN 03/29/2013
SIGNON DATE

SIGNATURE OF
APPOINTING AUTHORITY

ellark 4/1/13
DATE

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	EMPLOYEE ID	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	302154	02/01/2012	255030571
NEW			04/01/2012	255031389

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MI		S	3,396.00	N	02/01/2013
NEW	PR			3,632.00		03/16/2013

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MI	XE	22	D	031211		AWA	P7144	NAA
NEW	PR		24	B				P7145	

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY III
NEW		: ATTORNEY IV

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL) COLLOCATION CODE:	OLD:
	-----	NEW:	(PRIMARY LABOR DISTRIBUTION)	NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS: Effective 3/16/12 Promotion, step placement per 2AAC 07.330.4.

ATTACHMENTS: Performance Evaluation

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY: 21JOHNSO	04/17/2012
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY	<i>S Roberts</i>
	5/17/12
	DATE

SOA DOA DOPLR
MAY 23 2012
Employee Planning & Information Center

PERSONNEL

APR 16 2012

**TECHNICAL SERVICE STATE OF ALASKA
DEPARTMENT OF LAW
PERFORMANCE EVALUATION REPORT FOR ATTORNEYS AND ASSOCIATE ATTORNEYS**

NAME		JOB CLASSIFICATION TITLE	PCN	EMPLOYEE NUMBER
Elizabeth (Libby) Bakalar		Attorney III	03.611	302154
REPORT COVERAGE		REASON FOR REPORT		
FROM	TO			
1/31/08	3/1/2012	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> RESIGNATION <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Promotion</u>		
OVERALL PERFORMANCE RATING				
<input type="checkbox"/> DOES NOT MEET DEPARTMENTAL EXPECTATIONS <input checked="" type="checkbox"/> MEETS OR EXCEEDS DEPARTMENTAL EXPECTATIONS*				
<p>Rater's Recommended Action: <u>Promotion to Attorney IV, effective 3/16/2012.</u></p> <p>Evaluation was discussed with employee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, explain: _____</p> <p>Signature of Rater: <u>[Signature]</u> Title <u>Chief, Labor & State Affairs</u> Date <u>3/15/12</u></p> <p>Employee: <input checked="" type="checkbox"/> Concur with Evaluation <input type="checkbox"/> Disagree (Employee comments attached)</p> <p>Signature: <u>[Signature]</u> Date <u>3/15/12</u></p> <p>Division Signature: <u>[Signature]</u> Title <u>Chief</u> Date <u>4/16/12</u></p> <p>Department Signature: <u>[Signature]</u> Title <u>A.G.</u> Date <u>4/16/12</u></p>				
DUTIES ASSIGNED TO THIS POSITION				
<p>During this rating period Libby worked for the Human Services section of the Juneau office until August 1, 2011, when she transferred to the Labor and State Affairs Section. While in Human Services her primary duties include representing the Division of Public Health, the food stamp section of the Division of Public Assistance, she handled all of the substantiated allegations of neglect and abuse under AS 47.05.300 for the Office of Children's Services, and conducted the involuntary mental commitments for southeast Alaska, she also handled a number of significant administrative (602) appeals to the superior court, as well as civil litigation related to the Medicaid program. Upon transferring to the Labor and State Affairs Section in August 2011, Libby was assigned to represent the Division of Elections and the Lieutenant Governor's office. She handles such matters as initiative applications, ballot challenges, candidate and voter eligibility, and compliance with federal voting requirements. Libby represents elections and the Lieutenant Governor in litigation, provides advice, and assists with legislation and regulations.</p>				

SOA DOA DOPLR

MAY 23 2012

For purposes of AS 39.27.011(h) this rating satisfies the requirement of a rating of "good" or higher.
 Career Planning & Information Center

<p>1. Applies good judgment in advising on legal matters and in preparing written materials and oral presentations:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position </p> <p>Libby is very bright and capable. She is well versed on providing advice on legal issues and has become very comfortable with her role as an agency attorney. Libby is an exceptionally good writer. And, since the last rating period, she has worked hard on her personal interaction and verbal advice with her clients. In a short period of time, Libby has established a good working relationship with elections and the lieutenant governor's office and they routinely seek her advice and trust her judgment.</p>	
<p>2. Applies effective legal research in advising on legal matters and in preparing written materials and oral presentations:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position </p> <p>Libby does an excellent job on legal research; she is quick to understand an issue and to find authority on point. She is able to recognize and assess the core legal issues of her cases. Libby has worked to finely hone her research skills and the effort shows in her written analysis. She is an exceptional writer. She continues to work on and improve her oral presentations. She has already demonstrated her ability to learn new areas of law (i.e., election law) and to produce excellent written memoranda on election issues under tight deadlines.</p>	
<p>3. Produces grammatical, well-organized, concise, understandable, and persuasive written materials:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position </p> <p>Libby has great technical skills and is very confident with her writing. She was the "go to" person in the Human Services section for assistance in writing and editing to make the section work product better. Libby has continued to produce high-quality written work in the Labor & State Affairs section.</p>	
<p>4. Makes well-organized, concise, understandable, and persuasive oral presentations:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position </p> <p>Libby continues to work on her oral presentation skills, and shows more skill and ease in her oral expositions. Her work in L&SA has enabled her to argue before the superior court on complex case motions and appeals.</p>	

<p>5. Efficiently allocates time to competing priorities, and works diligently and efficiently to complete assignments by deadlines:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period Libby is very well organized. She works diligently to learn the law and become familiar with the facts of her cases and is diligent in meeting her deadlines. Her work product improved as she continued to focus more on the details and subtexts of the project. She is collaborative with others and exercises good judgment as to when to ask others to brainstorm with her in fleshing out ideas and concepts. </p>	
<p>6. Willingly accepts and carries out new assignments, accepts supervision, demonstrates a positive attitude toward the job, and demonstrates a willingness to learn new skills:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period Libby willingly takes on new work assignments. She has been instrumental in researching and analyzing a novel constitutional issue for DMV during this period. She has a positive attitude about her work assignments. She also willingly accepts supervision and follows through on her case assignments. </p>	
<p>7. Demonstrates the ability to work independently, and to identify, analyze, and solve problems:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period Libby is able to work independently and her recent move to the L&SA section has allowed her independence to flourish. While in the Human Services section, the circumstances often limited Libby from being able to take full ownership of a project or matter. Instead, she often worked with the section supervisor collaboratively on cases. With the cases she handled on her own in Human Services, she worked through issues appropriately and demonstrated the ability to handle matters independently. In the LSA section, she is able to act independently on matters and has a platform to demonstrate the ability to handle a more complex caseload using her own judgment, skill and expertise. </p>	
<p>8. Demonstrates proficiency in trial and administrative advocacy skills, including planning and implementing an effective litigation strategy, conducting thorough discovery, developing a strong record, skillfully examining witnesses, presenting effective opening and closing arguments, and preserving issues for appeal:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period Libby has developed a strong set of litigation skills. She especially excels as to motion practice and oral advocacy on those motions. She has handled a number of contested evidentiary hearings at the OAH and by all accounts has done a fine job. </p>	
<p>9. Proficiently handles regulation and legislation assignments:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional </p> <p> <input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position Libby's excellent writing skills have served her well on regulation and legislation projects. </p>	

<p>10. Works effectively with others as a member of a team, the section, the office, and the department:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p><input type="checkbox"/> Does not apply to this position</p> <p>Libby is a team player who works very well with others and is a great colleague.</p>
<p>11. Regularly communicates with clients or victims and law enforcement about significant developments in their matters, and has established efficient and effective working relationships with them:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Libby had very good working relationships with her client at DHSS and has already established a good working relationship with elections and the Lt. Governor's office. DHSS clients all reported how attentive she was to their questions and concerns and they were sorry to see her leave. It will help her enormously to have her primary client be in Juneau as it will focus her interpersonal efforts, which while top notch, are still not her preferred mode of communication. In her last review this was an issue mentioned by the rater that she should focus on and to her credit she did. Those efforts resulted in better client relationships and better outcomes for the client.</p>
<p>12. Is considerate of and interacts effectively, respectfully, and professionally with clients or victims and law enforcement, support staff, co-workers, members of the public, opposing counsel, court personnel, and supervisors:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p><input type="checkbox"/> Does not apply to this position</p>
<p>13. Demonstrates good work habits, including punctuality, reliability, and professional appearance:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p>
<p>14. Effectively manages and organizes files, and keeps supervisor and support staff apprised of significant workload issues:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Libby is well-organized and efficient with her time. She manages her projects and cases very well. She keeps her supervisors and her clients informed at all facets of a project. She also prepares a monthly report for the lieutenant governor to apprise him of developments in election and initiative matters -- a report that is much appreciated by the lieutenant governor.</p>

<p>15. Complies with departmental policies such as those on settlement authority, appeals, case assessment, charging decisions, and press contacts:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good </p> <p><input type="checkbox"/> Not observed during this rating period</p>	
<p>16. Complies with departmental requirements for leave, travel, and timesheets:</p> <p> <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good </p> <p><input type="checkbox"/> Not observed during this rating period</p>	
<p>17. Acts ethically and honestly in performing duties:</p> <p> <input type="checkbox"/> Unacceptable <input checked="" type="checkbox"/> Acceptable </p>	

18. Additional comments and performance goals:

Libby has been an attorney for over six years and has been with the Department for more than five years. Each year there is a marked leap in her continued development as an attorney. She was a great member of the human services team and is missed by that section. Libby's greatest skills continue to be her writing, which is technically outstanding, and her fine analytical skills. She continues to work on making these skills even better. Libby has taken supervision and suggestions about how to improve the other facets of her work very well and has made improvements in those areas, including being more comfortable with oral argument in administrative proceedings, court, and client meetings. She still relies upon her writing and analytical skills, but has seen the benefit of face-to-face meetings in getting to core issues and problems so that she can better advocate for her client.

Libby is always willing and ready to take on a new project or assist in an existing project and get it done. Libby has evolved and developed into an attorney that can handle any project handed to her. She is competent, qualified and works independently to achieve the goals of her client. She is collaborative when necessary but can rely on her own judgment when it comes to her cases. She can comfortably handle complex matters.

Since joining the L&SA section in August 2011, Libby has demonstrated her ability to work independently and effectively for the division of elections and the lieutenant governor. She has effectively handled several high-level and politically sensitive election matters since joining the section. She has written several opinions for the division, including a legal review of a petition seeking to recall a state representative and a complicated opinion on an initiative that seeks to revive a coastal zone management program in state law. The issues she has handled for elections have been novel, highly complicated, and involved detailed analysis of applicable constitutional law. She has done a splendid job for elections. The lieutenant governor and the director of elections routinely seek her advice on election matters and they quickly came to trust her advice. She has shown her versatility as a legal practitioner as well, having volunteered to take on a superior court appeal for the Division of Motor Vehicles regarding a constitutional challenge to division practices and policies regarding the change of a person's sex on their driver's license. Libby is already a highly valued member of the L&SA section and it is a pleasure to work with her.

Based on the rater's joint review of Libby's work and the characteristics and performance standard typical of an Attorney IV, we are pleased to promote Libby to an Attorney IV.

SUPERVISION	
<input checked="" type="checkbox"/> Does not apply to this position	
19. Appropriately directs and delegates tasks to employees: <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional <input type="checkbox"/> Not observed during this rating period	
20. Regularly and effectively communicates – including written evaluations – with employees about the quality of their performance and developments that may concern the employees: <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional <input type="checkbox"/> Not observed during this rating period	
21. Is readily approachable and accessible to subordinates, guides and motivates employees, and fosters a positive work environment: <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional <input type="checkbox"/> Not observed during this rating period	
22. Resolves conflicts constructively and capably handles challenging situations: <input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional <input type="checkbox"/> Not observed during this rating period	

The performance ratings are defined as follows:

OVERALL PERFORMANCE RATINGS

1. **Does not meet departmental expectations:** The employee's performance during the rating period was below job expectations for the position, whether due to lack of effort or lack of skill. The employee's work was inadequate. Corrective action is required.
2. **Meets or exceeds departmental expectations:** The employee's performance during the rating period consistently satisfied or exceeded job expectations for the position, reflected positively on the organization, and demonstrated a commitment to the organization's work. For purposes of AS 39.27.011(h) this rating satisfies the requirement of a rating of "good" or higher."

COMPONENT RATINGS

1. **Deficient:** The employee's performance during the rating period consistently or significantly fell below job expectations. Corrective action is required.
2. **Needs improvement:** The employee's performance was inconsistent and needs improvement to fully meet job expectations. Corrective action is required.
3. **Good:** The employee's performance during the rating period consistently met or exceeded job expectations, reflected positively on the organization, and demonstrated a commitment to the organization's work. The employee is a fully competent, valuable member of the organization.
4. **Exceptional:** The employee performed extraordinarily well during the rating period, greatly exceeding job expectations.

The overall performance rating on the first page reflects the rater's overall assessment of the employee's job performance during the rating period. The individual component ratings on the following pages reflect the rater's assessment of the various components of the employee's job performance. The overall performance rating is not an average or similar function of the component ratings.

STATE OF ALASKA
PERSONNEL ACTION

Personnel Copy

RD: 03109

OLD NEW	NAME ----- BAKALAR, ELIZABETH M	EMPLOYEE ID ----- 302154	EFFECTIVE DATE ----- 08/01/2011 02/01/2012	DOCNO ----- 255030851 255030571
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STATUS:	ACTION ----- IC	STATUS ----- PX	SEASONAL ----- FR	COMMENT CODE -----	COMMENT DESCRIPTION -----
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COMPENSATION:	ACTION ----- TR MI	RATE ----- S	FREQUENCY -----	PAY RATE ----- 3,277.00 3,396.00	RATE OVERRIDE ----- N	MERIT ANN DATE ----- 02/01/2012 02/01/2013
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POSITION:	ACTION ----- TR MI	BARG ----- XE	RANGE ----- 22	STEP ----- C D	PCN ----- 031211	ACTING -----	LOC ----- AWA	JOB CLASS ----- P7144	SAL SCHED ----- NAA
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OLD NEW	LOCATION NAME: JUNEAU :	CLASS TITLE: ATTORNEY III :
------------	----------------------------	--------------------------------

MANUAL ENTRIES:	OT EXEMPT -----	OLD: NEW:	(OPTIONAL) (PRIMARY LABOR DISTRIBUTION)	COLLOCATION CODE: NEW:
-----------------	--------------------	--------------	--------------------------------------------	---------------------------

HOME ADDRESS:	OLD: 3009 GOODWIN RD CITY: JUNEAU	STATE: AK	ZIP: 998011991	NEW: CITY:	STATE:	ZIP:
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REMARKS: Effective 2/1/12
Merit Increase.

ATTACHMENTS:

NONE

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: OBRYANJM	02/10/2012
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY	<u>Debbie Pound</u>	4-10-12
		DATE

SOA DOA DOPLR
APR 17 2012
Employee Planning &
Information Center

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

NAME: BAKALAR, ELIZABETH M
EMPLOYEE ID: 302154
EFFECTIVE DATE: 07/01/2011
DOCNO: 255030851

STATUS: ACTION STATUS SEASONAL COMMENT CODE COMMENT DESCRIPTION
LP PX FR LW LWOP ADJUSTMENT
IC

COMPENSATION: ACTION RATE FREQUENCY PAY RATE RATE OVERRIDE MERIT ANN DATE
MU S 3,277.00 N 02/01/2012
TR

POSITION: ACTION BARG RANGE STEP PCN ACTING LOC JOB CLASS SAL SCHED
MU XE 22 C 030226 AWA P7144 NAA
TR 031211

LOCATION NAME: JUNEAU CLASS TITLE: ATTORNEY III

MANUAL ENTRIES: OT EXEMPT OLD: (OPTIONAL) COLLOCATION CODE: OLD:
NEW: (PRIMARY LABOR DISTRIBUTION) NEW:

HOME ADDRESS: OLD: 3009 GOODWIN RD NEW:
CITY: JUNEAU STATE: AK ZIP: 998011991 CITY: STATE: ZIP:

REMARKS: Effective 08/01/11 Lateral transfer per Personnel Rules Article 2 AAC 07.340.

ATTACHMENTS:

NONE

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 6HMILLER 08/11/2011
SIGNON DATE

SIGNATURE OF
APPOINTING AUTHORITY

Dena Niemi, 8/21/11
DATE

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

OLD NEW	NAME ----- BAKALAR, ELIZABETH M	EMPLOYEE ID ----- 302154	EFFECTIVE DATE ----- 01/01/2011 01/31/2011	DOCNO ----- 255037695 000000000
STATUS:	ACTION ----- IC LP	STATUS ----- PX	SEASONAL ----- FR	COMMENT CODE ----- LW
OLD NEW	COMMENT DESCRIPTION ----- LWOP ADJUSTMENT			
COMPENSATION:	ACTION ----- MI LP	RATE ----- S	FREQUENCY ----- 3,212.50	PAY RATE ----- N
OLD NEW	MERIT ANN DATE ----- 01/01/2012 02/01/2012			
POSITION:	ACTION ----- MI	BARG ----- XE	RANGE ----- 22	STEP ----- C
OLD NEW	PCN ----- 030226	ACTING -----	LOC ----- AWA	JOB CLASS ----- P7144
OLD NEW	SAL ----- AA		SCHED -----	
	LOCATION NAME: JUNEAU		CLASS TITLE: ATTORNEY III	

SOA DOA DOPLR
APR 11 2011
Employee Planning &
Information Center

MANUAL ENTRIES: OT EXEMPT OLD: (OPTIONAL) COLLOCATION CODE: OLD:
NEW: (PRIMARY LABOR DISTRIBUTION) NEW:

HOME ADDRESS:
OLD: 3009 GOODWIN RD
CITY: JUNEAU

STATE: AK ZIP: 998011991

NEW:
CITY:

STATE: ZIP:

REMARKS: Effective 01/31/11 Merit Anniversary date and/or leave base date advanced one month due to part time hours.

ATTACHMENTS: NONE

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: BATCH 02/08/2011
SIGNON DATE

SIGNATURE OF
APPOINTING AUTHORITY

J. Rodriguez 2/29/11
DATE

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

OLD NEW	NAME ----- BAKALAR, ELIZABETH M	EMPLOYEE ID ----- 302154	EFFECTIVE DATE ----- 07/01/2010 01/01/2011	DOCNO ----- 255037695
STATUS:	ACTION ----- IC	STATUS ----- PX	SEASONAL ----- FR	COMMENT CODE ----- COMMENT DESCRIPTION -----
OLD NEW	COMPENSATION:	ACTION ----- MU MI	RATE ----- S	FREQUENCY ----- 3,117.00 3,212.50
OLD NEW	POSITION:	ACTION ----- MU MI	BARG ----- XE	RANGE ----- 22
OLD NEW		STEP ----- B C	PCN ----- 030226	ACTING ----- LOC ----- AWA
				JOB CLASS ----- P7144
				SAL SCHED ----- AA
	LOCATION NAME: JUNEAU		CLASS TITLE: ATTORNEY III	

SOA DOA DOPLR
FEB 16 2011
Employee Planning &
Information Center

MANUAL ENTRIES: OT EXEMPT OLD: (OPTIONAL) COLLOCATION CODE: OLD:
NEW: (PRIMARY LABOR DISTRIBUTION) NEW:

HOME ADDRESS:
OLD: 3009 GOODWIN RD
CITY: JUNEAU

STATE: AK ZIP: 998011991 NEW: CITY: STATE: ZIP:

REMARKS:
Effective 1/1/11
Merit Increase.

ATTACHMENTS: Performance Evaluation not
attached.

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 6KTBROWN 01/13/2011
SIGNON DATE

SIGNATURE OF
APPOINTING AUTHORITY

S. Roberts, 2/4/2011
DATE

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

SOA DOA DOPLR

APR 07 2010

Employee Planning &
Information Center

OLD NEW	NAME ----- BAKALAR, ELIZABETH M	EMPLOYEE ID ----- 302154	EFFECTIVE DATE ----- 07/01/2009 01/01/2010	DOCNO ----- 255032495
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STATUS:	ACTION ----- IC	STATUS ----- PX	SEASONAL ----- FR	COMMENT CODE -----	COMMENT DESCRIPTION -----
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COMPENSATION:	ACTION ----- MU MI	RATE ----- S	FREQUENCY -----	PAY RATE ----- 2,947.00 3,056.00	RATE OVERRIDE ----- N	MERIT ANN DATE ----- 01/01/2010 01/01/2011
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POSITION:	ACTION ----- MU MI	BARG ----- XE	RANGE ----- 22	STEP ----- A B	PCN ----- 030226	ACTING -----	LOC ----- AWA	JOB CLASS ----- P7144	SAL SCHED ----- AA
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OLD NEW	LOCATION NAME: JUNEAU :	CLASS TITLE: ATTORNEY III :
------------	----------------------------	--------------------------------

MANUAL ENTRIES:	OT EXEMPT -----	OLD: NEW:	(OPTIONAL) (PRIMARY LABOR DISTRIBUTION)	COLLOCATION CODE: -----	OLD: NEW:
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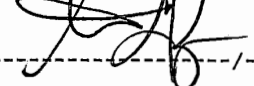
HOME ADDRESS:	OLD: 3009 GOODWIN RD CITY: JUNEAU	STATE: AK	ZIP: 998011991	NEW: CITY:	STATE:	ZIP:
---------------	--------------------------------------	-----------	----------------	---------------	--------	------

REMARKS:

ATTACHMENTS: Effective 1/1/10 Pay Increase.
Performance Evaluation Not Attached

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 6KTBROWN	01/15/2010
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY		3-23-10
		DATE

ETHICS DISCLOSURE FORM

SOA DOA DOPLR

Outside Employment or Services Notification

JUL 12 2009

Employee Information Center

To: Dept. of Law, Designated Ethics Supervisor
(Department or Agency)

In accordance with AS 39.52.170(b), I am providing notice of my employment or provision of services for compensation outside the Dept. of Law (agency).

Note: You are not required to disclose volunteer work unless it is a potential conflict with your state duties or you receive any type of compensation, including travel or meals.

This employment or service consists of the following (describe in detail, attach separate sheet as needed):

Volunteer board membership on wisdom tooth of non-profit providing international dental relief + training for clinicians - may involve travel/meals.

Hours and days of the week _____

If you work as an independent contractor or a consultant, please attach a list of your clients.

Note: If your outside job duties are the same or similar to your State service, or if you will be dealing with people or entities with whom you deal or may deal as part of your official duties, you must explain why no potential conflict exists between your outside employment and your official duties. If a potential conflict exists, you must refrain from taking any action until it is approved by your designated ethics supervisor. See AS 39.52.210.

I certify that I will not use or allow the use of any State owned/operated facilities, supplies, equipment, vehicles, or personnel time and effort for any employment outside State service, and that my outside duties will not affect my usual State duties or duty hours in this Department. I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

Elizabeth M. Bakalar
(Signature)

Elizabeth M. Bakalar
(Printed Name)

Atty. III
(Position Title)

6-2-09
(Date)

Civil Law
(Division, Agency)

Jnu
(Location)

Recommendation: ☒ Approve ☐ Disapprove (attach reasons for disapproval recommendation)

Stacie L. Kraly
(Work Supervisor's Signature)

STACIE L. KRALY
(Printed Name)

6/3/09
(Date)

☒ Approved ☐ Disapproved*

Judy Bockman
(Designated Ethics Supervisor's Signature)

6/4/09
(Date)

*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If the employment is disapproved or other action is necessary under AS 39.52.210, attach a determination stating the reasons. A copy of the determination must be sent to the attorney general with your quarterly report at the following address: State Ethics Attorney, Office of the Attorney General, Department of Law, 1031 West 4th Avenue, Suite 200, Anchorage, Alaska 99501.

2/2009

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	SOCIAL SECURITY NUMB	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	058-64-9048	01/01/2009	255510000
NEW				255037306

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

SOA DOA Personnel

FEB 03 2009

Employee Services
Employee Records Section

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MI		S	2,679.50	N	11/01/2009
NEW	PR			2,861.00		01/01/2010

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MI	XE	20	C	030226		AWA	P7143	AA
NEW	PR		22	A				P7144	

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY II
NEW		: ATTORNEY III

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL) COLLOCATION CODE:	OLD:
	-----	NEW:	(PRIMARY LABOR DISTRIBUTION)	NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS: Effective 11/1/09 promotion of partially exempt.

ATTACHMENTS: PARF
Performance evaluation

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 1YHUSBYM	01/21/2009
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY	<i>Stephanie Love</i>
	DATE



State of Alaska Personnel Action Request Form

RECEIVED
JAN 13 2009
OF LAW
SERVICE

SSN 058-64-9048	Last Name Bakalar	First Name Elizabeth	M.I. M.	Effective Date 1-1-2009
Dept # / Division 03/Law	Section Human Services	Location Juneau	Retire Code	Contact Code 031092539
EE Phone Number 907-465-3600	EE Fax Number 907-465-2539	Add/Change EE Email Address Libby.Bakalar@alaska.gov	Supervisor's Name Stacie Kraly	Supervisor's PCN 03-0003
<input type="checkbox"/> Perm Status <input type="checkbox"/> Probationary Appt. <input type="checkbox"/> Transfer <input type="checkbox"/> Sep / Dismissal <input type="checkbox"/> Rtn (S)LWOP <input type="checkbox"/> Change In Marital Status <input type="checkbox"/> Emrgncy Appt. <input type="checkbox"/> EX / PX Appt. <input type="checkbox"/> Layoff <input type="checkbox"/> Sep / Resignation <input type="checkbox"/> To (S)LWOP <input type="checkbox"/> Chg In Accts Charged <input type="checkbox"/> Nonperm Appt. <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> RTN Layoff <input type="checkbox"/> Sep / Appointment <input type="checkbox"/> Acting Status <input type="checkbox"/> Flex / Flex Promotion <input type="checkbox"/> PT Appt. <input type="checkbox"/> Demotion <input type="checkbox"/> Separation <input type="checkbox"/> Merit Salary Increase <input type="checkbox"/> Other Changes <input type="checkbox"/>				
Comments: PX promotion to Attorney III effective 1/1/09 per attached evaluation.			DOC# 037306 Technical Services Comments: TID CUSLE 2 AAC 07.330. A ✓ Probation Date: <i>sd</i> OK <i>men</i> Entered 1/13/09 <i>Moby</i>	
FROM:		TO:		
Partially Exempt	Status	Partially Exempt ✓		
FR	Seasonal Indicator	FR ✓		
Salaried	Salaried / Hourly	Salaried ✓		
11/1/2009	Merit Anniversary Date	1-1-2010 ✓		
\$2,679.50 +1= 2777.50	Pay Rate	\$2,881.00 x ✓ ✓		
03-0226/N	PCN / Firearm	03-0226/N ✓		
PX	Bargaining Unit	PX ✓		
Juneau	Location	Juneau ✓		
20/C + 1 step ✓ less than	Range / Step / OT Ind	22/A ✓ x ✓		
Attorney II <i>1/2 way</i>	Class Code / Job Title	Attorney III x		
03-10-97-74	Organizational Rt Code	03-10-97-74 ✓		
03109	Payroll RD Code	03109 ✓		
Schedule AA Base	Salary Schedule	Schedule AA Base ✓		
	HI Code / Effective Date			
	Resident Address			
	City / State / Zip			
	Warrant Mailing Address			
	City / State / Zip			
03201003	CC / LC - Accts Charged	03201003 ✓		
	Generator Pattern			
	VIA Code			
Appointing Authority Approval (when applicable) Melanie Ferguson/Legal Office Administrator <i>Melanie Ferguson</i>				Date 1/14/2009
Division / Department Approval (when applicable)				Date

XE/PX 03109 RECEIVED
JAN 13 2009

STATE OF ALASKA
DEPARTMENT OF LAW
PERFORMANCE EVALUATION REPORT FOR ATTORNEYS AND ASSOCIATE ATTORNEYS

DEPT. OF LAW
ADMIN. SERVICES

NAME		JOB CLASSIFICATION TITLE	PCN	SOCIAL SECURITY NUMBER
Elizabeth (Libby) Bakalar		Attorney II	03-0226	058-64-9048
REPORT COVERAGE		REASON FOR REPORT		
FROM	TO			
09/20/06	12/31/ 2008	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> RESIGNATION <input type="checkbox"/> OTHER (SPECIFY) _____		
OVERALL PERFORMANCE RATING				
<input type="checkbox"/> DOES NOT MEET DEPARTMENTAL EXPECTATIONS <input checked="" type="checkbox"/> MEETS OR EXCEEDS DEPARTMENTAL EXPECTATIONS*				
Rater's Recommended Action: <u>Promotion to Attorney III, effective January 1, 2009</u>				
Evaluation was discussed with employee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, explain: _____				
Signature of Rater: <u>[Signature]</u>		Title <u>Chief Assistant Attorney General</u>		Date <u>1/5/09</u>
Employee: <input checked="" type="checkbox"/> Concur with Evaluation <input type="checkbox"/> Disagree (Employee comments attached)				
Signature: <u>[Signature]</u>		Date <u>1/5/09</u>		
Division Signature: <u>[Signature]</u>		Title <u>Chief</u>		Date <u>1/9/09</u>
Department Signature: <u>[Signature]</u>		Title <u>DAG</u>		Date <u>1/12/09</u>
DUTIES ASSIGNED TO THIS POSITION				
Libby works out of the Juneau office and her primary duties include representing the Division of Public Health, the food stamp section of the Division of Public Assistance, she handles all of the substantiated allegations of neglect and abuse under AS 47.05.300 for the Office of Children's Services, and she conducts of the involuntary mental commitments for southeast Alaska				

SOA DOA Personnel
JAN 13 2009
General
Management Services

* For those that are eligible for a merit increase or longevity increment, this rating satisfies the requirement of a rating of 'acceptable' or better" or "good" or higher."

<p>1. Applies good judgment in advising on legal matters and in preparing written materials and oral presentations:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position</p> <p>Libby is very smart and capable. She is well versed on legal issues and is becoming more comfortable with her role as an agency attorney. Libby is an exceptionally good writer but needs to work on her comfort level with respect to verbal advice. To her credit, Libby is aware of the fact that she sometimes relies on her strong writing skills to the detriment of developing her oral skills.</p>
<p>2. Applies effective legal research in advising on legal matters and in preparing written materials and oral presentations:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position</p> <p>Libby does a very good job on legal research. She does, however, need to take time with her conclusions and advice so that she has logically thought it all out before she proceeds. On occasion she is anxious to complete a project, which at times has the effect of limiting the depth of her analysis. This is something that Libby has worked on since she arrived and I see great improvement. However, on occasion she still reverts to her law clerk days and the need to complete something quickly rather than taking her time to make sure she has thoroughly thought through all of the issues and consequences.</p>
<p>3. Produces grammatical, well-organized, concise, understandable, and persuasive written materials:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position</p> <p>Libby has great technical skills and is very confident with her writing. She has been very helpful in assisting with brief writing and in editing my own work, which produces a better work project for the section.</p>
<p>4. Makes well-organized, concise, understandable, and persuasive oral presentations:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position</p> <p>Libby is very thorough in her preparation, which is big asset, and it has been reported that her presentations have been good. She is encouraged to continue to work on her oral presentation skills, in order to become more comfortable with that part of the job.</p>

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ADMIN. SERVICES

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JAN 13 2009

<p>5. Efficiently allocates time to competing priorities, and works diligently and efficiently to complete assignments by deadlines:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Libby is well organized, covers her caseload and meets her deadlines. Her work is good, but it could be outstanding if she focused less on timeliness and more at the details and subtexts of the project. That is not to say the work is deficient in any way, but she tends to rely upon others in the section with more experience to flesh out some of the details which short changes her opportunity to expand her own base of knowledge of agency issues and processes.</p>	<p>UNIT OF COMPLETE -SIN SERVICES</p>
<p>6. Willingly accepts and carries out new assignments, accepts supervision, demonstrates a positive attitude toward the job, and demonstrates a willingness to learn new skills:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Libby is ready and willing to take on new work; when she does, she needs to take full ownership of the project and trust her efforts and her judgment.</p>	
<p>7. Demonstrates the ability to work independently, and to identify, analyze, and solve problems:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Libby is working on becoming more and more independent and when she has done so, her efforts have had good results. She continues to improve in this area and is becoming more confident in her skills.</p>	
<p>8. Demonstrates proficiency in trial and administrative advocacy skills, including planning and implementing an effective litigation strategy, conducting thorough discovery, developing a strong record, skillfully examining witnesses, presenting effective opening and closing arguments, and preserving issues for appeal:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p>Historically, I would guess that Libby would state that she was not a big "fan" of litigation, but the more she develops her skills in this area and the more success she has had, may have moderated her views. She is actively seeking to gain more experience and without hesitation conducted a day long jury trial. Libby's trial skills are good. Litigation gives her an opportunity to use her exceptional writing skills and has prevailed in two cases this past year by winning motions for summary judgment. She should be very pleased with the result of her hard work in this area.</p>	
<p>9. Proficiently handles regulation and legislation assignments:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p> <p><input type="checkbox"/> Does not apply to this position</p> <p>Libby has worked on a number of regulation projects for DHSS; she is very good technical writer so those skills are well served on these types of projects.</p>	

Performance Evaluation Report

Page 3

JAN 13 2009

DEPT. OF LAW
TWIN SERVICES

<p>10. Works effectively with others as a member of a team, the section, the office, and the department:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position Libby is a team player and works well with everyone in the office.</p>
<p>11. Regularly communicates with clients or victims and law enforcement about significant developments in their matters, and has established efficient and effective working relationships with them:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period I would like to see Libby "talk" more to her clients rather than relying upon email and the written word; her comfort and skill is with writing so it is normal for her to default to that, but she needs to foster and facilitate her the client relationships which is best done, in many instances, in person. She is working on these issues and she will see the fruits of those efforts in the next rating period.</p>
<p>12. Is considerate of and interacts effectively, respectfully, and professionally with clients or victims and law enforcement, support staff, co-workers, members of the public, opposing counsel, court personnel, and supervisors:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period <input type="checkbox"/> Does not apply to this position</p>
<p>13. Demonstrates good work habits, including punctuality, reliability, and professional appearance:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good <input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period</p>
<p>14. Effectively manages and organizes files, and keeps supervisor and support staff apprised of significant workload issues:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input checked="" type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Not observed during this rating period Libby is well-organized and managing her projects and her cases very well. She keeps me informed as appropriate and is learning to work more independently and is showing good judgment and skill as an attorney.</p>

JAN 13 2009

DEPT. OF LAW
PUBLIC SERVICES

<p>15. Complies with departmental policies such as those on settlement authority, appeals, case assessment, charging decisions, and press contacts:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good</p> <p><input type="checkbox"/> Not observed during this rating period</p>	
<p>16. Complies with departmental requirements for leave, travel, and timesheets:</p> <p><input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> Good</p> <p><input type="checkbox"/> Not observed during this rating period</p>	
<p>17. Acts ethically and honestly in performing duties:</p> <p><input type="checkbox"/> Unacceptable <input checked="" type="checkbox"/> Acceptable</p>	
<p>18. Additional comments and performance goals:</p> <p>Libby has been with the Department for three years now and is developing into a very good attorney. She has been a great addition to the section. Libby came to the section after clerking for Judge Cutler so she was familiar with the civil rules and court process and has been able to help with motion practice and other litigation issues very quickly. Her greatest skill is her writing, which is technically outstanding but it has taken some time to move from law clerk mode to advocate in organizing and developing arguments. These skills continue to improve each time she writes a brief or motion. Libby has worked hard to improve her other skills over the past three years, including being more comfortable with oral argument and client meetings. She still tends to resort to an email rather than a phone call, which in some situations works to her disadvantage, as the give and take to flesh out issues and facts often works better in person than over email. She needs to remember that not everyone is as good at communicating in writing as she is!</p> <p>Libby has been very helpful in working on matters as assigned and helping out when others are busy in the office. She has been extremely helpful to me on a number of matters and I appreciate her positive attitude and efforts in helping the section meet its various demands. She is a great office-mate and has a keen mind to use as a sounding board for ideas and to strategize on cases and motions.</p> <p>Libby is also very efficient in her work. One point that she really needs to work on in the upcoming year, is that the timeliness of a project does not trump the quality. That is not to say that she does not do great work for the section - she does, but there needs to be some time taken to re-think issues, talk them over in her own mind or with others in the section, re-evaluate what has been done and written to make sure all of the nuances and subtleties have been covered. I would suggest that she take what she considers to be a final project and put it aside for a day or two and then re-read and re-evaluate the project. Much of the time she is on the right track, she needs a bit more time to develop and finalize a project.</p> <p>Libby is a great asset to the section; it has been fun to watch her grow professionally and she continues to improve as an attorney every day. I am pleased, based upon skills and experience, to promote her to an Attorney III.</p>	

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ADMIN. SERVICES

SUPERVISION	
<input checked="" type="checkbox"/> Does not apply to this position.	
19. Appropriately directs and delegates tasks to employees:	
<input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional	
<input type="checkbox"/> Not observed during this rating period	
20. Regularly and effectively communicates – including written evaluations – with employees about the quality of their performance and developments that may concern the employees:	
<input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional	
<input type="checkbox"/> Not observed during this rating period	
21. Is readily approachable and accessible to subordinates, guides and motivates employees, and fosters a positive work environment:	
<input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional	
<input type="checkbox"/> Not observed during this rating period	
22. Resolves conflicts constructively and capably handles challenging situations:	
<input type="checkbox"/> Deficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Good <input type="checkbox"/> Exceptional	
<input type="checkbox"/> Not observed during this rating period	

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DEPT. OF LAW
ADMIN. SERVICES

The performance ratings are defined as follows:

OVERALL PERFORMANCE RATINGS

1. **Does not meet departmental expectations:** The employee's performance during the rating period was below job expectations for the position, whether due to lack of effort or lack of skill. The employee's work was inadequate. Corrective action is required.
2. **Meets or exceeds departmental expectations:** The employee's performance during the rating period consistently satisfied or exceeded job expectations for the position, reflected positively on the organization, and demonstrated a commitment to the organization's work.

COMPONENT RATINGS

1. **Deficient:** The employee's performance during the rating period consistently or significantly fell below job expectations. Corrective action is required.
2. **Needs improvement:** The employee's performance was inconsistent and needs improvement to fully meet job expectations. Corrective action is required.
3. **Good:** The employee's performance during the rating period consistently met or exceeded job expectations, reflected positively on the organization, and demonstrated a commitment to the organization's work. The employee is a fully competent, valuable member of the organization.
4. **Exceptional:** The employee performed extraordinarily well during the rating period, greatly exceeding job expectations.

The overall performance rating on the first page reflects the rater's overall assessment of the employee's job performance during the rating period. The individual component ratings on the following pages reflect the rater's assessment of the various components of the employee's job performance. The overall performance rating is not an average or similar function of the component ratings.

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	SOCIAL SECURITY NUMB	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	058-64-9048	07/01/2008	
NEW			11/01/2008	255036588

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	LP	PX	FR	LW	LWOP ADJUSTMENT
NEW	IC				

COMPENSATION:	ACTION	RATE	FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MU		S	2,598.50	N	11/01/2008
NEW	MI			2,679.50		11/01/2009

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MU	XE	20	B	030226		AWA	P7143	AA
NEW	MI			C					

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY II
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL) COLLOCATION CODE:	OLD:
		NEW:	(PRIMARY LABOR DISTRIBUTION)	NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS:

Effective 11/01/08 Merit Increase.
Performance Evaluation Not Attached

ATTACHMENTS:

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY: 6KTBROWN	11/18/2008
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY		2/9/09
		DATE

Personnel Copy

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

	NAME	SOCIAL SECURITY NUMB	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	058-64-9048	10/01/2007	255030364
NEW			02/29/2008	000000000

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW	LP			LW	LWOP ADJUSTMENT

SOA DOA Personnel

COMPENSATION:	ACTION	RATE FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	MI	S	2,391.50	N	10/01/2008
NEW	LP				11/01/2008

MAR 20 2008

Employee Services
Employee Records Section

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	MI	XE	20	B	030226		AWA	P7143	AA
NEW									

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY II
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL) COLLOCATION CODE:	OLD:
	-----	NEW:	(PRIMARY LABOR DISTRIBUTION)	NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS: Effective 2/29/08 Merit Anniversary Date advanced one month due to 23 days accumulated leave without pay.

ATTACHMENTS: None.

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY: BATCH	03/10/2008
SIGNON	DATE

SIGNATURE OF
APPOINTING AUTHORITY

Marilyn P. [Signature] 3/17/08
DATE

Personnel
Office

STATE OF ALASKA
PERSONNEL ACTION

RD: 03.109

	NAME	SOCIAL SECURITY NUMB	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	058-64-9048	06/15/2007	255038681
NEW			10/01/2007	255030364

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	TR	S	2,304.00	N	10/01/2007
NEW	MI		2,391.50		10/01/2008

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	TR	XE	20	A	030226		AWA	P7143	AA
NEW	MI			B					

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY II
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL)	COLLOCATION CODE:	OLD:
		NEW:	(PRIMARY LABOR DISTRIBUTION)		NEW:

HOME ADDRESS:	OLD: 3009 GOODWIN RD	NEW:
	CITY: JUNEAU	CITY:
	STATE: AK	STATE:
	ZIP: 998011991	ZIP:

REMARKS: Effective 10/1/07 Merit Increase

ATTACHMENTS: Performance Evaluation not attached

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: 19COMPTO	10/16/2007
SIGNON	DATE

SIGNATURE OF APPOINTING AUTHORITY	<i>Kathleen L. Or</i>	10/31/07
		DATE

SOA DOA Personnel
MAR 20 2008
Employee Services
Employee Records Section

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109
PERSONNEL COPY

	NAME	SOCIAL SECURITY NUMB	EFFECTIVE DATE	DOCNO
OLD	BAKALAR, ELIZABETH M	058-64-9048	09/20/2006	255030609
NEW			04/16/2007	255038196

STATUS:	ACTION	STATUS	SEASONAL	COMMENT CODE	COMMENT DESCRIPTION
OLD	IC	PX	FR		
NEW					

COMPENSATION:	ACTION	RATE FREQUENCY	PAY RATE	RATE OVERRIDE	MERIT ANN DATE
OLD	PR	S	2,304.00	N	10/01/2007
NEW	TR				

POSITION:	ACTION	BARG	RANGE	STEP	PCN	ACTING	LOC	JOB CLASS	SAL SCHED
OLD	PR	XE	20	A	030172		AWA	P7143	AA
NEW	TR				030226				

OLD	LOCATION NAME: JUNEAU	CLASS TITLE: ATTORNEY II
NEW		

MANUAL ENTRIES:	OT EXEMPT	OLD:	(OPTIONAL)	COLLOCATION CODE:	OLD:
		NEW:	(PRIMARY LABOR DISTRIBUTION)		NEW:

HOME ADDRESS:	OLD: 2219 GREAT WESTERN ST APT D	NEW:
	CITY: DOUGLAS	CITY:
	STATE: AK	STATE:
	ZIP: 998245048	ZIP:

REMARKS: *Effective 04/16/07 PCN Transfer*

ATTACHMENTS: *none*

I CERTIFY THAT BASED ON INFORMATION AVAILABLE TO ME THE ACTION RECORDED ON THIS FORM IS IN COMPLIANCE WITH THE PERSONNEL ACT AND THE RULES ADOPTED UNDER IT.

PREPARED BY: BGKLYDEN 05/07/2007
SIGNON DATE

SIGNATURE OF APPOINTING AUTHORITY *[Signature]* 5/8/07
DATE

STATE OF ALASKA
PERSONNEL ACTION

RD: 03109

OLD NEW
NAME BAKALAR, ELIZABETH M
SOCIAL SECURITY NUMB 058-64-9048
EFFECTIVE DATE 09/20/2006
DOCNO 038410048
255030609

STATUS: ACTION STATUS SEASONAL COMMENT CODE COMMENT DESCRIPTION
OLD NEW IC EX PX FR

COMPENSATION: ACTION RATE FREQUENCY PAY RATE RATE OVERRIDE MERIT ANN DATE
OLD NEW MU PR S 1,634.50 N 01/01/1901
2,304.00 10/01/2007

POSITION: ACTION BARG RANGE STEP PCN ACTING LOC JOB CLASS SAL SCHED
OLD NEW TO XJ 13 D 413261 ECF C0688 BB
PR XE 20 A 030172 AWA P7143 AA

LOCATION NAME: PALMER
JUNEAU

CLASS TITLE: LAW CLERK I
ATTORNEY II

MANUAL ENTRIES: OT EXEMPT

OLD: (OPTIONAL) COLLOCATION CODE: OLD:
NEW: (PRIMARY LABOR DISTRIBUTION) NEW:

HOME ADDRESS:
OLD: PO BOX 2143
CITY: PALMER

STATE: AK

ZIP: 996452143

NEW: 2219 GREAT WESTERN ST APT D
CITY: DOUGLAS

STATE: AK ZIP: 998245048

REMARKS: Effective 9/20/06 promotion of
partially exempt

ADDITIONAL COMMENTS:
I-9, Drug Free Work place, Office
Technology Policy, CONF, Resume,
Hire approval letter

I CERTIFY THAT BASED ON INFORMATION
AVAILABLE TO ME THE ACTION RECORDED
ON THIS FORM IS IN COMPLIANCE WITH THE
PERSONNEL ACT AND THE RULES ADOPTED
UNDER IT.

PREPARED BY: BWKSMITH 10/04/2006
SIGNON DATE

SIGNATURE OF APPOINTING AUTHORITY *[Signature]* 10/5/06
DATE

SOA DOA DOPLR

DEC 04 2018

Employee Planning &
Information Center

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last <u>Bakalar</u>	First <u>Elizabeth</u>	Middle Initial <u>M</u>	Maiden Name
Address (Street Name and Number) <u>2219 Great Western St. Apt. D</u>		Apt. #	Date of Birth (month/day/year) <u>10/07/77</u>
City <u>Douglas</u>	State <u>AK</u>	Zip Code <u>99824</u>	Social Security # <u>058-64-9048</u>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
☒ A citizen or national of the United States
☐ A Lawful Permanent Resident (Alien #) A
☐ An alien authorized to work until _____
(Alien # or Admission #)

Employee's Signature [Signature] Date (month/day/year) 9/22/06

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: <u>U.S. Passport</u>				
Issuing authority: <u>Secretary of State</u>				
Document #: <u>200636334</u>				
Expiration Date (if any): <u>5/23/09</u>				
Document #:				
Expiration Date (if any):				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 9/20/06 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>[Signature]</u>	Print Name <u>Jennifer Ditchburn</u>	Title <u>Law Office Manager</u>
Business or Organization Name <u>State of Alaska Dept. of Law</u>	Address (Street Name and Number, City, State, Zip Code) <u>1234 St. Juneau AK 99801</u>	Date (month/day/year) <u>9/22/06</u>

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any): _____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative <u>[Signature]</u>	Date (month/day/year) <u>9/22/06</u>

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

Form I-9 (Rev. 05/31/05) Page 2

**State of Alaska
Division of Personnel**

DRUG FREE WORKPLACE ACT OF 1988

Notice to Employees Covered by the Act

It is the policy of the State of Alaska to provide a drug free workplace. Any employee who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance in the workplace or during working hours is subject to disciplinary action up to and including dismissal. This is independent of any criminal action concerning the offense.

The State is committed to helping employees find resources for drug or alcohol counseling and rehabilitation. Substance abuse on State property however, will not be tolerated.

Employees are required to notify the employer in writing no later than five calendar days following a conviction for any criminal drug offense occurring in the workplace.

As a condition of employment, employees in agencies receiving federal grants covered by the Drug Free Workplace Act of 1988 must abide by the terms of this policy.

Employee Certification

I certify that I have read the above policy and understand it and the condition of employment with the State of Alaska. I understand I may receive discipline up to and including dismissal should I fail to follow the dictates of this policy.

Elizabeth M. Bakalar
Printed Name

[Signature]
Signature

9-20-06
Date

Rev 8/2000

COA/DOA Personnel

COA/DOA
9-20-06
COA/DOA

This policy is to be read and signed by all employees in the presence of their supervisor or agency human resources staff and filed in each employee's personnel file. The signature of the employee constitutes acknowledgement of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in possible personnel action up to and including termination and depending on the severity may result in criminal prosecution and/or civil liability. After reading and signing this policy, state employees have 48 hours after the date signed to clear any material that does not conform with this policy from any office technology.

[Signature]
Signature of Employee

Elizabeth Bakaler
Printed Name of Employee

Law
Department

03-0172 9-20-06
PCN Date

[Signature]
Signature of Supervisor

Jennifer Dickard, LDM
Printed Name of Supervisor

Law
Department

03-0022 9/22/06
PCN Date

State of Alaska
Office Technology Policy
<http://www.state.ak.us/local/akpages/ADMIN/info/policy/offpol.pdf>
Revised June 8, 2006

COA DOA Personnel
9/22/06
General Technical
Services



STATE OF ALASKA

Confidentiality of Information Acknowledgment

1. I, Elizabeth Bakalar, am an employee of the Department of Law. I understand that, in performing my duties, I may have access to confidential information about other state employees or entities that do business with the state. I agree that I will not discuss, disclose, or cause disclosure of any such confidential information to anyone who does not have a business need and a legal right to know the information.
2. I will handle and store confidential information in accordance with state and department policy.
3. I acknowledge that I could suffer disciplinary action, including discharge from state employment, and, in certain circumstances, face criminal penalties for revealing confidential information to someone who does not have both a business need and a legal right to know the information, or for misusing confidential information. If I do not know whether a person requesting confidential information is entitled to receive the information, I will consult my supervisor.

Examples of confidential information covered by this acknowledgement:

- Personnel information covered by AS 39.25.080 (see page 2), as well as information such as social security numbers, birth dates, home addresses/phone numbers, leave balances, personnel actions, investigations, grievances, applications, appeals, or any other personnel matter, and other state business that is confidential under statute.
- All information that is confidential by law, including but not limited to tax matters and beneficiary programs.
- Information that by its nature must be secured to prevent harm to the state or its business partners, including but not limited to credit card information and vendor tax information. Questions about this category of information should be directed to the Division of Finance.

Certification Statement: By signing below I acknowledge that I have read and understand the information provided on page one and two.

Elizabeth M. Bakalar
Employee Printed Name

E. M. Bakalar
Employee Signature

Date: 9-20-06

Return form to: Mail Stop 0201
OR

Department of Administration, Division of Personnel, Employee Records
PO Box 110201, Juneau, AK 99811-0201

Revised 8/2005

1 of 2

SOA DOA Personnel
SEP 22 2006
General Personnel
Section

Attorney II
 0010A
 C. L. L. L.

ELIZABETH M. BAKALAR
 ebaklara@gmail.com
 P.O. Box 2143 Palmer, AK 99645
 Home: (907) 745-6193 • Mobile: (914) 319-8975 • Office: (907) 746-8114

EDUCATION
 Brooklyn Law School, Brooklyn, NY (J.D., June 2005); Class Rank: Top 20%
 Honors: Brooklyn Journal of International Law, Executive Notes & Comments Editor; Edward V. Sparer Public Interest Law Fellow; CALI Academic Excellence Awards; Administrative Law, Legal Drafting; Berman Bronzart Prize for Academic Excellence as a Sparer Fellow; Stephen Jay Lenzick Award for Excellence in Administrative Law; Pilsbury Pro Bono Honorable Mention Award for dedication to public interest law; Courtroom Advocates Project (assisting victims of domestic violence); Executive Board Member, Brooklyn Law Students for the Public Interest (BLSPI); Committee Member, BLSPI Fellowship Committee; New Brown University, Providence, RI (B.A., English and American Literature, May 1999).
PUBLICATIONS
 "Subsistence Whaling in the Native Village of Barrow: Bringing Autonomy to Native Alaskans Outside the International Whaling Commission," 30 BROOK. L. INT'L. L. 601 (2005).
 "Learning International Criminal Law: One Law Student's Experience in a Team-Taught Course," 31 BROOK. L. INT'L. L. 129 (2005).

EXPERIENCE
 Honorable Beverly Whitlow Culler, Superior Court, Palmer, AK
 September 2005-Present
 Review cases before state trial court of general jurisdiction; conduct research; draft memoranda and orders in criminal and civil cases involving domestic relations, personal injury, probate, contracts, and administrative appeals.
 Professor Dana Brakman Reiser, Brooklyn Law School
 January 2005-May 2005
 Conducted research in the areas of securities regulation, corporations, and nonprofit law; drafted footnotes; obtained and vetted sources for pending articles authored by Professor Brakman Reiser.
 United States Attorney's Office, Southern District of New York
 June 2004-August 2004
 Legal Intern, Civil Division
 Prepared for and attended depositions; and proceedings in United States District Court; researched legal issues under various federal statutes; drafted memoranda and motions in both alternative and defensive civil litigation.
 Federal Litigation Clinic, BLS Legal Services Corporation
 September 2003-January 2004
 Represented clients in United States District Court on civil claims and administrative proceedings; drafted and argued motions; negotiated agreements and settlements.
 Alaska Legal Services Corporation, Bethel, AK
 May 2003-August 2003
 Summer Law Clerk
 Represented Yup'ik Eskimos through a rural legal services office on various civil claims; drafted wills, divorce decrees, domestic violence restraining orders, child support enforcement and social security disability motions.
 Civilian Complaint Review Board, New York, NY
 August 2000-July 2002
 Investigator
 Investigated civilian complaints of force, abuse of authority, and discourtesy against members of the New York City Police Department; maintained own caseload of multiple, contemporaneous cases; conducted field work and interviews with witnesses, police officers and attorneys; made disciplinary recommendations to the board.
 AOL/Time Warner Book Group, New York, NY
 August 1999-August 2000
 Assistant to the VP of Subsidiary Rights at Warner Books
 Edited copy and drafted submission letters for manuscripts published domestically and overseas; researched legal book contracts; maintained records and tracked finances for the department; assisted licensees with production.
 Bar Admissions: New York; Alaska (pending swearing-in).

SCA BOA Personnel
 SEP 21 2005
 General Technical
 Service

STATE OF ALASKA

DEPARTMENT OF LAW

OFFICE OF THE ATTORNEY GENERAL

Frank H. Murkowski, Governor

Human Services Section
P.O. BOX 110300
123 4TH ST., DIAMOND COURT HOUSE
JUNEAU, ALASKA 99811-0300
PHONE: (907) 465-3600
FAX: (907) 465-3539

July 18, 2006

Libby Bakalar
P.O. Box 2143
Palmer, AK 99645

Re: Appointment as Assistant Attorney General

Dear Libby:

On behalf of Attorney General David W. Márquez, I want to convey our pleasure at your acceptance of our offer to serve as an Assistant Attorney General in the Juneau Human Services Section of the Department of Law.

This letter confirms your appointment as an Attorney II, Range 20, Step A, beginning work on Wednesday, September 20, 2006. You will receive the normal, complete state benefit package. The current salary for an Attorney II, Range 20, Step A is \$55,296 per year.

Based on your commitment to remain on staff with the department in Juneau for a minimum of two years, the department has agreed to reimburse the equivalent of a one-way coach airfare for you and your husband from Anchorage, Alaska to Juneau, Alaska and to pay for other household moving expenses. All of these expenses combined may not exceed \$4,500 plus the equivalent of one-way coach airfare for you and your husband. Reimbursement of household moving costs are subject to the scope, allowances, standards, and provisions provided for under State of Alaska Moving Regulations, sections AAM 60.325; 345; 350; 360; 370 and 380. You will be required to submit receipts for all costs claimed. Our legal office administrator will send you the moving information and forms within the next couple of weeks. A Moving Authorization form will be included. This form may be used to assign up to \$4,500 in packing and shipping costs for your household effects to the moving company of your choice. Should the moving company charge more than \$4,500, any amount in excess of that amount becomes your personal responsibility to pay. The department will not pay to transport you or any household effects back to Anchorage or to an alternate location at the conclusion of your employment with us. In the event

SOA DOA Person...

SEP 20 2006

General T. J. ...

SEP 20 2006

Libby Bakalar
Re: Appointment as Assistant Attorney General

July 18, 2006
Page 2

you do not complete your two-year commitment, it is expected that you will reimburse the department for a percentage of the moving expenses equal to the percentage of the unfulfilled commitment period.

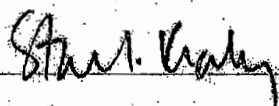
As with all attorneys in the Department of Law, your appointment is at-will, and attorneys serve at the pleasure of the Attorney General.

I look forward to working with you in the section.

Sincerely,

DAVID W. MARQUEZ
ATTORNEY GENERAL

By:


Stacie L. Kraly
Chief Assistant Attorney General

SLK/mkb

cc: David W. Marquez, Attorney General
Craig Tillery, Deputy Attorney General
Nancy R. Gordon, Statewide Office Chief
Kathryn Daughhette, Administrative Services Division
Melanie Ferguson, Legal Office Administrator

SCA DOA Personnel

SEP 22 2006

General Technical
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